

~~C-O-N-F-I-D-E-N-T-I-A-L~~

OTR

OFFICE OF TRAINING REGULATION NO. 43-2

18 April 1955

SUBJECT: Forms Control and Standardization

REFERENCE: Agency Regulation dated 1 April 1951

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1. GENERAL

The aims of the Agency Forms Management Program are to provide for reproduction, supply and distribution of form materials as efficiently and economically as possible, to reduce the number of forms by consolidating those serving like functions, to reduce the man-hours required to process them and to simplify and standardize all forms.

2. RESPONSIBILITIES

- a. The Area Records Officer, OTR, is designated as the responsible individual for the implementation of the Forms Management Program within OTR as outlined in the referenced regulation. He will provide for the development, design, review and reproduction of form materials in coordination with the Forms Management Branch, Management Staff. He will conduct such surveys and maintain such controls and records as are deemed necessary to carry out the program.
- b. All Staff and School Chiefs are responsible for ensuring that form materials developed or used within their respective jurisdictions are necessary and are properly used, and that such materials are coordinated with the Area Records Officer.

MATTHEW BAIRD
Director of Training

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Distribution: All OTR Personnel

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